

CEHEC-ZP Office Memorandum 1-1-82	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	OM 1-1-82 15 December 1986
	Administration SPACE MANAGEMENT	
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DAEN-LMM

DEPARTMENT OF THE ARMY
Office of the Chief of Engineers
Washington, D.C. 20314

OM 1-1-82

MEMORANDUM

NO. 1-1-82

15 December 1986

Administration
SPACE MANAGEMENT

1. Purpose. This memorandum prescribes procedures and responsibilities for the management of space occupied by HQUSACE elements.
2. Applicability. This memorandum is applicable to all HQUSACE elements.
3. Reference. AR 1-21.
4. Responsibilities.
 - a. Director, Directorate of Logistics Management, HQUSACE, is responsible for managing space occupied by HQUSACE elements.
 - b. Director, Directorate of Information Management, HQUSACE, is responsible for managing telephone (voice and data lines) used by HQUSACE elements.
 - c. HQUSACE elements are responsible for submitting to DAEN-LMM-F additional space requests, alteration requests, etc., when changes to mission(s) requires it.
5. Assignment Criteria. General office space is assigned in accordance with standards prescribed in the reference above as supplemented by Appendix A when space available is adequate to meet the criteria.
6. Adjustment Criteria.
 - a. Requirements for additional space for HQUSACE elements will be met by internal realignment, wherever possible.
 - b. When internal adjustments cannot accommodate requirements, forward four copies of DD Forms 1450 and 1450-1, DOD Space Requirements Data, to DAEN-LMM-F. Requirements data from other directorates/offices with the objective of using HQUSACE resources will be examined to determine if the requested space is available.
7. Alterations.
 - a. Partitions and Doors. HQUSACE elements requesting installation or removal of partitions and doors will submit justification to DAEN-LMM-F giving description of work to be done. Request will be accompanied by six copies of a detailed layout of work to be performed on a 1/8" scale floor plan, using construction symbols in Appendix B.

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b. Electric Outlets. Requests for relocation, installation and/or removal of electric and telephone outlets will include justification. Requests will be sent to DAEN-LMM-F with floor plan showing outlet locations, using symbols in Appendix B.

c. Telephone Outlets. Requests for relocation, installation and/or removal of telephone lines or instruments should be made to DAEN-IMS-O-C as soon as possible but not later than 15 workdays prior to the date of desired completion. The request must be in DF form and contain: type of action requested, 2 POC*s, identification of any existing lines impacted, identification of voice or data requirement, voice lines require identification of a call forwarding number and data lines require request of an RJ-11 jack. No justifications are required for requests. If further information is required refer to OM 105-1-2 or contact DAEN-IMS-O-C.

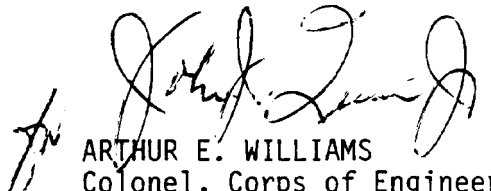
d. Copies of floor plans referred to in a and b above are available from DAEN-LMM-F.

8. Moves. Requests for moves will be submitted to DAEN-LMM-F on DD Form 419, Request for Move, in triplicate. If the move is in conjunction with partition or outlet work, the request will be submitted with the floor plans.

FOR THE CHIEF OF ENGINEERS:

2 Appendixes

APP A - Space Authorization
for the Pulaski Bldg.
APP B - Standard Construction
Symbols


ARTHUR E. WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

APPENDIX A

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SPACE AUTHORIZATION FOR HOUSACEPRIVATE OFFICE SPACE

	Net Square Feet
<u>Executive</u>	
Commander	400
Deputy Commander	300
Chief of Staff	225
<u>Directorate</u>	
Director	300
Deputy Director (07 or GS-16)	225
Deputy Director (06 or GS-15)	225
Executive Director	150
Assistant Executive	150
Assistant Director	150
Chief, Division (GS-16 and above)	225
Chief, Division (GS-15)	150
Deputy Chief, Division (GS-16)	225
Deputy Chief, Division (06 or GS-15)	150
Deputy Chief, Division (GS-14 and below)	100 or open space
Chief, Office (GS-16 and above)	225
Chief, Office (06-05, GS-15, 14 and 13)	150
Chief, Office (GS-12 and below)	100 or open space
Deputy Chief, Office (GS-15)	150
Chief, Branch (GS-15)	150
Chief, Branch (GS-14 and below)	100 or open space
Deputy Chief, Branch (GS-15)	150
<u>Separate Office</u>	
Chief (GS-16 and above)	300
Chief (06 or GS-15)	225
Chief (GS-14)	150
Deputy Chief (GS-16)	225
Deputy Chief (GS-15 and below)	150
Chief, Division (GS-16)	225
Chief, Division (GS-15 and below)	150
Chief, Branch (06, GS-15)	150
Chief, Branch (05, GS-14 and below)	100 or open space
<u>Miscellaneous</u>	
Administrative or Professional (GS-16)	225
Administrative or Professional (06, GS-15)	150




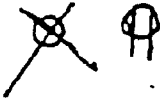

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OPEN OFFICE SPACE

Supervisory (Supervises 6 or more) (GS-9, E-8 or above)	100
Professional and Administrative, (GS-7, E-8, or above)	90
Supervisory (Supervises 6 or more) (GS-8, E-7, or below)	60
Non-Supervisory (GS-6, E-7 or below)	60
Clerical and Stenographic and all others	60

APPENDIX B

Standard Construction Symbols

<u>Description</u>	<u>Symbol</u>	<u>Color Code</u>	
		<u>Remove</u>	<u>Install</u>
Partition		Red	Blue
Doors			
Right Hand		Red	Blue
Left Hand			
Electric Outlet		Red	Blue
Telephone Outlet		Red	Blue

<u>EXISTING</u>	<u>NEW/ADDED</u>
↑ TELEPHONE	↓ TELEPHONE
○ 110 V OUTLET	○ POWER POLE
⊙ POWER POLE	⊙ 220 V OUTLET
⦿ 220 V OUTLET	⦿ 110 V DUPLEX OUTLET
S SWITCH	⚡ WALL
	⚡ SWITCH
	⚡ SWITCH/DIM
	★ REPLACE CEILING TILE